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## **Graduate School Regulations**

### **Section 1 — General Provisions**

#### **Purpose**

Article 1: The regulations of the Graduate School of Management, GLOBIS University specify the requirements for the Graduate School of Management, GLOBIS University (hereafter, referred to as the "University").

#### **Graduate School**

Article 2: The Graduate School of Management is established under the University.

#### **Master's Degree Program**

Article 3: A professional master's degree program (Master of Business Administration) is established under the Graduate School of Management.

#### **Department**

Article 4: The Department of Management is placed under the Graduate School of Management. The Department of Management has the three programs below.

1. Part-time & Online MBA Program (Japanese)
2. Part-time & Online MBA Program (English)
3. Full-time MBA Program (English)

#### **Academic Objectives**

Article 5: Responding to the need to educate management professionals in Japanese and Asian societies, the Graduate School of Management aims to cultivate practical business leaders and management professionals who follow a well-rounded code of professional ethics who will "create and innovate" businesses. The purpose is to contribute to practical research in the creation of businesses and models of business innovation unique to Japan and Asia.

### **Section 2 — Duration for Program Completion, Academic Year, Term and School Holidays**

#### **Standard Duration of Program Completion and Maximum Duration of Enrollment**

Article 6: The standard duration of program completion at the Graduate School of Management is below.

1. Part-time & Online MBA Program (Japanese), Part-time & Online MBA Program (English): two years
2. Full-time MBA Program (English): one year

Article 6-2: If students who belong to each of the programs decide to take longer to complete the academic program than the standard duration as stipulated in Article 6-1, they may be permitted to extend their studies by applying for enrollment extension as specified in Article 14. Students in programs with a duration of two years may extend their studies up to a maximum of five years. Students in the Full-time MBA Program (English) may extend their studies up to a maximum of two years under regular circumstances. However, extensions are subject to the validity of student visas issued by embassies or consulates. The President may allow the extension of enrollment beyond the maximum duration for all programs if there are special circumstances.

Article 6-3: The maximum duration of enrollment in the program is the number of years as stipulated in Article 6-2, with the exception of any leaves of absence.

#### **Academic Year**

Article 7: The academic year begins on April 1 and ends on March 31 the following year.

### **Academic Term**

Article 8: The academic year for the part-time & Online MBA Program (English) is divided into four three-month terms; with classes beginning in January, April, July, and October. For the Full-time MBA Program (English), the academic year is divided into eight modules: with classes beginning in September, October, mid-November, January, mid-February, April, mid-May, and July. Each module is one-and-a-half months long, with the exception of the September module, which is one month long.

### **School Holidays**

Article 9: The days on which classes are not held (school holidays) are stipulated separately.

## **Section 3 — Organizational Structure of Departments and Program**

### **President**

Article 10: The President is the head of the University.

### **Dean**

Article 11: The Dean is the head of the Graduate School of Management.

### **Management Structure**

Article 12: Matters concerning the operations of the Graduate School of Management and other necessary affairs are deliberated at the Faculty Meetings or the Executive Committee of the University, depending on the specific content.

Article 12-2: Faculty Meetings are attended by registered faculty (including professors, associate professors, and lecturers), and other staff as appointed by the Faculty Meeting. The chairperson of the faculty meeting is the Dean of the Graduate School of Management.

Article 12-3: Faculty Meetings shall provide opinions on matters decided by the President regarding admission, graduation, course completion, conferral of degrees and other important matters concerning education and research stipulated by the President as requiring the hearing of opinions of Faculty Meetings.

Article 12-4: A Board of Delegates shall be established as necessary, and deliberations by the Board of Delegates can take the place of Faculty Meeting deliberations.

Article 12-5: The Executive Committee for the University consists of the Chairperson, President, Dean, Deputy Dean, Secretary General, faculty who have issues to propose, and other University staff deemed necessary by the Chairperson. The Chairperson chairs the Executive Committee for the University. However, the President shall make decisions regarding admission, graduation, course completion, conferral of degrees and other important matters concerning education and research.

Article 12-6: The Executive Committee for the University mainly deliberates on affairs concerning the earnings and expenses of the University, the main services for students, significant changes in systems, and other related issues.

## **Section 4 — Academic Programs**

### **Courses**

Article 13: Matters concerning courses, the required number of credits, course registration and other issues are stipulated separately.

Article 13-2: The courses stipulated in Article 13-1 may, through a variety of media, be offered outside the classroom where the original class is offered.

Article 13-3: The courses stipulated in Article 13-1 may be taken outside of Japan, including the courses stipulated in Article 13-2 which take place outside the classroom where the original class is offered.

Article 13-4: The courses stipulated in Article 13-1 may be conducted at places other than classrooms and affiliated facilities of the University.

Article 13-5: The courses stipulated in Article 13-1 may be conducted in the evening time or other times and/or periods specified by the University.

### **Enrollment Extension**

Article 14: The Graduate School of Management can accept requests from students in each of the programs when they apply for the Enrollment Extension System, which, due to circumstances such as those at work, enables students to complete the curriculum in a planned manner for a certain period longer than the standard duration of program completion as stipulated in Article 6-1.

## **Section 5 — Grading and Completion for the Program**

### **Grading**

Article 15: The University evaluates the overall performance of students enrolled in University courses in accordance with prescribed grading criteria. The grading criteria are stipulated separately.

### **Requirements for Program Completion**

Article 16: Completion of the program at the Graduate School of Management requires students to be enrolled for at least the standard duration of program completion stipulated for each program in Article 6, to pass a test as determined by the Graduate School of Management (Full-time MBA Program (English) excluded), and to have obtained at least the required number of credits for program completion in the specified courses.

Article 16-2: Credits required for program completion are as follows. At least one-half of the credits required for program completion must be earned in the program to which the student belongs.

Program	Credits required for program completion
Part-time & Online MBA Program (Japanese)	36 credits
Part-time & Online MBA Program (English)	36 credits
Full-time MBA Program (English)	48 credits

### **Conferral of Degrees**

Article 17: The Master of Business Administration degree is conferred on those who successfully complete the Graduate School of Management program.

Article 17-2: The area of specialization of the degree as well as other necessary details in relation to the degree are stipulated separately.

### **Taking Courses at other Graduate Schools**

Article 18: The University may, in accordance with consultations with other graduate schools, allow a student to participate in courses from these other graduate schools if the University determines that courses in a specialized field contribute to the student's academic development.

Article 18-2: The credits accrued at other graduate schools as stipulated in Articles 18-1 and 19-1 are, for up to a maximum of 10 credits, considered for credits earned at the University through consultation in the Faculty Meeting or with the Board of Delegates.

### **Certification of Credits Earned Prior to Admission**

Article 19: Credits earned by a student for a course, including credits earned according to stipulations as a non-

degree student in the University or other graduate schools, prior to enrollment in the University may be regarded as the equivalent of taking a course at the University when determined there is sufficient educational benefit.

Article 19-2: The total number of credits earned at the University and those earned at other graduate schools that may be recorded as earned at the University in accordance with Article 19-1 cannot exceed 15. The maximum number of the credits earned at other graduate schools to be regarded as earned credits at the University will be as stipulated in Article 18-2.

Article 19-3: Other than as stipulated in Article 19-2, the necessary criteria and procedures for approving credits and related issues are stipulated separately.

Article 19-4: The time period and grades for earning credits prior to enrolling in the University in accordance with Article 19-1 may be no more than half of the standard duration of program completion for the respective professional master's degree program and will be regarded as enrollment in the University.

## **Section 6 — Total Capacity and Staff Organization**

### **Admission Capacity and Total Capacity**

Article 20: Admission to the Graduate School of Management program is limited to 1,100 students.

Graduate School and Master's Degree Program	Admission Capacity	Total Capacity
Graduate School of Management, Master of Business Administration	1,100	2,170

### **Staff Organization**

Article 21: The University maintains staff in charge of duties such as teaching, student affairs, accounting, administration, and other related functions. Specific staff organization is stipulated separately.

## **Section 7 — Admissions, Withdrawals, Transfers, Leaves of Absence and Graduation**

### **Admission Period**

Article 22: The admission date is April 1 for the Part-time & Online MBA Program (Japanese). The admission date is October 1 for the Part-time & Online MBA Program (English) and September 1 for the Full-time MBA Program (English).

### **Application, Selection, and Procedures for Admission**

Article 23: In accordance with Article 22, application, selection, and procedures for admission are conducted two or more times each year.

### **Admission Qualifications**

Article 24: Qualifications for admission to the University are stipulated separately.

### **Application for Admission**

Article 25: Those who wish to enroll in the University must apply by submitting a completed application form along with the prescribed application fee and other documents as stipulated separately.

### **Admission Screening**

Article 26: The President determines which applicants stipulated in Article 25 are to be accepted, after

deliberations at the Faculty Meetings or the Board of Delegates, based on the results of the screening process stipulated separately.

### **Admission Procedures and Admission Acceptance**

Article 27: Those who receive notice of acceptance in accordance with Article 26 must submit prescribed documents and pay the enrollment fee. Documents required for admission are stipulated separately.

Article 27-2: The President shall permit the admission of those who have completed the admission procedures in accordance with Article 27-1 (including those who are exempt from paying the enrollment fee or allowed to postpone payment of the enrollment fee).

### **Withdrawals and Transfers to Other Graduate Schools**

Article 28: Students wishing to withdraw from the University must notify the Administration Office.

Article 28-2: Students wishing to transfer to other graduate schools must notify the Administration Office in the same manner as the withdrawal.

### **Re-Admission**

Article 29: The University may allow re-admission after a screening when a student who has previously withdrawn or who has been expelled from the University in accordance with Article 35 reapplies for admission.

### **Transfer Students**

Article 30: The enrollment of a transfer student from other graduate schools to the University may be granted after examining various factors including the reason for transferring, academic capability and the other related issues.

### **Leaves of Absence**

Article 31: A student who can no longer continue attending school due to illness or other unavoidable circumstances may be permitted to take a leave of absence after completing the necessary procedures.

Article 31-2: The duration of a leave of absence is specified separately.

Article 31-3: The student must promptly take steps to re-enroll in the University as soon as the given circumstances necessitating the leave of absence have ended.

### **Study Abroad**

Article 32: The University may allow a student to study at a graduate school overseas, in accordance with consultations with these entities, if the University determines that the study at the said graduate school contributes to the student's academic development.

Article 32-2: Studies abroad in accordance with Article 32-1 will not be considered leaves of absence.

### **Non-Degree Students**

Article 33: Students not enrolled in the University wishing to take one or more courses offered by the University may be permitted to enroll as non-degree students based on provisions of the Graduate School of Management.

Article 33-2: Requirements for non-degree students are stipulated by the Graduate School of Management.

### **Program Completion**

Article 34: The University shall approve the program completion of students who satisfy specific program completion requirements as stipulated.

### **Removal from School**

Article 35: The President may, after consultation at the Faculty Meeting or with the Board of Delegates, remove from the University any student to whom one of the following situations applies:

1. Students whose duration of enrollment exceeds the maximum duration of enrollment stipulated in Article 6.

2. Students who do not respond or communicate through their registered contact information for one year.
3. Students who have been reported deceased.
4. Students who neglect to pay the enrollment fee or tuition beyond the payment deadlines stipulated separately and fail to pay despite being given stern warning.

## Section 8 — Enrollment Fees, Tuition, and Other Costs

### Enrollment Fees, Tuition, and Other Costs

Article 36: As tuition for the Graduate School of Management, the enrollment fee and the tuition are stipulated below.

#### 1. Part-time & Online MBA Program (Japanese) and Part-time & Online MBA Program (English)

Admitted until and including the academic year 2013	Enrollment Fee: JPY 22,000 Tuition for standard duration of program completion (two years): JPY 2,826,000 Enrollment Extension Fee: JPY 250,000 per year
Admitted from the academic year 2014 until the academic year 2016	Enrollment Fee: JPY 23,000 Tuition for standard duration of program completion (two years): JPY 2,907,000 Enrollment Extension Fee: JPY 257,000 per year
Admitted from the academic year 2017 until the academic year 2019	Enrollment Fee: JPY 23,000 Tuition for standard duration of program completion (two years): JPY 2,961,000 Enrollment Extension Fee: JPY 262,000 per year
Admitted in or after the academic year 2020	Enrollment Fee: JPY 80,000 Tuition for standard duration of program completion (two years): JPY 2,998,000 Enrollment Extension Fee: JPY 267,000 per year

#### 2. Full-time MBA Program (English)

Admitted until and including the academic year 2016	Enrollment Fee: JPY 206,000 Tuition for standard duration of program completion (one year): JPY 3,703,000 Enrollment Extension Fee: JPY 257,000 per year
Admitted in the academic year 2017	Enrollment Fee: JPY 210,000 Tuition for standard duration of program completion (one year): JPY 3,771,000 Enrollment Extension Fee: JPY 262,000 per year
Admitted in the academic year 2018 until the academic year 2019	Enrollment Fee: JPY 220,000 Tuition for standard duration of program completion (one year): JPY 3,771,000 Enrollment Extension Fee: JPY 262,000 per year
Admitted in or after the academic year 2020	Enrollment Fee: JPY 225,000 Tuition for standard duration of program completion (one year): JPY 3,845,000 Enrollment Extension Fee: JPY 267,000 per year

Other necessary educational costs are stipulated separately.

The enrollment fees and tuition for non-degree students in each program are stipulated separately.

## **Payment Method**

Article 37: The payment method of the enrollment fee, tuition and other costs is defined separately.

## **Section 9 — Rewards and Punishment**

### **Commendation**

Article 38: Students with superior character and grades, or students who display behavior of worthy of particular value may receive commendation.

### **Scholarship**

Article 39: The University may award scholarships to outstanding students as identified through reviews during the admissions process or in recognition of course achievement.

### **Disciplinary Action**

Article 40: The President shall take disciplinary action after deliberations at the Faculty Meetings or the Board of Delegates for students who have violated the Graduate School Regulations or any other regulations or directives, or who have committed any unlawful or inappropriate action.

### **Forms of Disciplinary Action**

Article 41: The three levels of disciplinary action are: (1) warning, (2) suspension for a limited period of time, and (3) expulsion.

1. Warning: A demand to correct past errors and a call for improvement.
2. Suspension: An order suspending the student from attending class; the period of suspension shall be less than six months.
3. Expulsion: Forfeiture of student status.

### **Behaviors Subject to Disciplinary Action**

Article 42: Behavior and other items listed below may be subject to disciplinary action. Items (2) and (3), however, shall in principle result in expulsion.

1. Acts that violate University regulations.
2. Students who receive or exceed the number of Ds or Fs specified in their corresponding program.
3. Students who exceed the standard duration of program completion stipulated in Article 6 and repeat an academic year.
4. Harassment.
5. Cheating on examinations and other activities or actions that violate academic ethical standards in the preparation of a report or other assignments.
6. Addressing, contributing, or posting comments that malign or slander the University or those related to the University through media that is accessible to those related to the University, including the mailing lists, social media, and others.
7. Actions that obstruct the duties of teaching staff and student learning, research, and legitimate activities at the University through unlawful means, such as violence, intimidation, fraud, and others.
8. Criminal activity.
9. Other actions that disrupt the sound order of the University and actions deemed inappropriate for students.

### **Implementation of Disciplinary Action**

Article 43: Disciplinary action shall be implemented by the Dean of the Graduate School of Management or



others, under orders from the President, by issuing a notice of disciplinary action to the student.

### **Student Opportunity for a Hearing**

Article 44: The President shall notify a student who is subject to disciplinary action that said action will be placed for deliberation before the Faculty Meeting or the Board of Delegates, and if factual errors, new facts, or other legitimate causes are discovered, the student will be afforded the opportunity to present oral or written comments regarding said disciplinary action.

### **Supplementary Provisions**

1. The Graduate School Regulations take effect on April 1, 2006.
2. The revised provisions of the Graduate School Regulations (Articles 3, 10-2, 18 and 21) take effect on April 1, 2007.
3. The revised provisions of the Graduate School Regulations (Article 17-2 and Item (1) of Article 39) take effect on December 25, 2006.
4. The revisions of the Graduate School Regulations (Articles 3 and 10-5) take effect on May 1, 2008.
5. The revisions of the Graduate School Regulations (Article 10) take effect on August 1, 2008.
6. The revisions of the Graduate School Regulations (Item (1) of Article 39) take effect on September 29, 2008.
7. The revisions of the Graduate School Regulations (Articles 18 and 21) take effect on April 1, 2009.
8. The revisions of the Graduate School Regulations (Items (2) and (5) of Article 36) take effect on March 20, 2009.
9. The revisions of the Graduate School Regulations (Articles 18, 21 and 33) take effect on April 1, 2010.
10. The revisions of the Graduate School Regulations (Articles 14, 18, and 21) take effect on April 1, 2011.
11. The revisions of the Graduate School Regulations take effect on April 1, 2012.
12. The revisions of the Graduate School Regulations take effect on April 1, 2013.
13. The revisions of the Graduate School Regulations take effect on April 1, 2014.
14. The revisions of the Graduate School Regulations take effect on October 1, 2014.
15. The revisions of the Graduate School Regulations take effect on April 1, 2015.
16. The revisions of the Graduate School Regulations take effect on April 1, 2016.
17. All Regulations of the University shall be governed by and construed in accordance with the laws of Japan.
18. Any dispute arising out of the Regulations of the University shall be subject to the exclusive jurisdiction of the Tokyo District Court.
19. Revisions to the Graduate School Regulations take effect on June 1, 2016.
20. The revisions of the Graduate School Regulations take effect on April 1, 2017.
21. The revisions of the Graduate School Regulations take effect on October 1, 2017.
22. The revisions of the Graduate School Regulations take effect on April 1, 2018.
23. The revisions of the Graduate School Regulations take effect on April 1, 2019.
24. The revisions of the Graduate School Regulations take effect on April 1, 2020.
25. The revisions of the Graduate School Regulations take effect on April 1, 2021.
26. The revisions of the Graduate School Regulations take effect on April 1, 2022.
27. The revisions of the Graduate School Regulations take effect on April 1, 2023

## **Degree Regulations**

### **Purpose**

Article 1: These regulations aim to provide the necessary details for the granting of a degree by the Graduate School of Management, GLOBIS University.

### **Degrees to be conferred**

Article 2: The University shall confer professional degrees. These degrees are conferred on those who have completed the Master's degree program at the Graduate School of Management.

### **Area of Specialization**

Article 3: The area of specialization describing this professional degree shall be Master of Business Administration.

Note: From academic year 2018, the Japanese description of this professional degree has become different between the Part-time & Online MBA Program (Japanese), Part-time & Online MBA Program (English) and the Full-time MBA Program (English).

### **Verification of Program Completion**

Article 4: The President shall establish a completion verification committee to consider whether degrees should be conferred on students who have completed the program requirements.

Article 4-2: The committee shall take the place of the Board of Delegates of Faculty Meetings in order to proceed with the deliberations swiftly and substantially.

Article 4-3: The committee shall consist of representatives of the faculty and staff, including at least two faculty members; however, faculty members and other staff from other graduate schools or research institutions may be added to the deliberations as deemed necessary by the President.

Article 4-4: The committee shall report to the president its findings regarding program completion verification.

### **Conferral of Degrees**

Article 5: Based on the report referred to in Article 4, the President shall confer defined degrees.

### **Revocation of Degree Conferral**

Article 6: In the case it becomes evident that a student has employed dishonest means to earn a degree, the degree will be revoked through the completion verification committee stipulated in Article 4 and the student shall return the diploma.

Article 6-2: In the case that a student had damaged the reputation of the school and the degree, the degree will be revoked through the Expulsion and Disciplinary Committee.

### **Supplementary Provisions**

1. The Degree Regulations take effect on April 1, 2006.
2. The revised provisions of the Degree Regulations take effect on April 1, 2015.
3. The revised provisions of the Degree Regulations take effect on October 6, 2015
4. The revised provisions of the Degree Regulations take effect on October 1, 2017
5. The revised provisions of the Degree Regulations take effect on December 3, 2019
6. The revised provisions of the Degree Regulations take effect on April 1, 2021
7. The revised provisions of the Degree Regulations take effect on April 1, 2022
8. The revised provisions of the Degree Regulations take effect on April 1, 2023

# **Enrollment Regulations of the Part-time & Online MBA Program (English), Graduate School of Management, GLOBIS University**

## **Section 1 — General Provisions**

### **Purpose**

Article 1: The Enrollment Regulations of the Part-time & Online MBA Program (English), Graduate School of Management, GLOBIS University (hereafter, referred to as the "Enrollment Regulations") specify the requirements for the Part-time & Online MBA Program (corresponding to Articles 2, Items (3)) associated with the Graduate School Regulations. The requirements which correspond to Article 2, Item (1) and (2) are specified in the Enrollment Regulations of the Part-time & Online MBA Program (Japanese), Graduate School of Management, GLOBIS University, and the requirements which correspond to Article 2, Item (4) are specified in the Enrollment Regulations of the Full-time MBA Program (English), Graduate School of Management, GLOBIS University.

### **Program**

Article 2: The following three programs are placed under Department of Management of the Graduate School of Management, GLOBIS University (hereafter, referred to as the University).

1. Part-time & Online MBA Program (Japanese)
2. Part-time & Online MBA Program (English)
3. Full-time MBA Program (English)

Article 2-2: The Part-time & Online MBA Program (English) is a two-year program beginning October 1 and ending September 30.

## **Section 2 — Admissions, Admission Screenings and Tuition**

### **Time of Admission**

Article 3: The date of admission is October 1 of each academic year.

### **Application Qualifications**

Article 4: Applicants to the University, in principle, must have two years or more of work experience, whether private or public upon the date of admission, and have met one of the following criteria:

1. Graduated from a four-year college or university
2. Received a bachelor's degree certified under the National Institution for Academic Degrees and Quality Enhancement of Higher Education (NIAD-QE).
3. Completed 16 years or more of education in an institution outside of Japan.
4. Completed 16 years or more of education in an institution outside of Japan through distance learning from Japan.
5. Completed a program in Japan at an educational institution that has been designated as being equivalent to a program of a university in a foreign country (designated as a Japanese school by the Japanese Minister of Education, Culture, Sports, Science and Technology).
6. Granted a degree equivalent to a bachelor's degree by completing a course of 3 years or more at a university, etc. in a foreign country.
7. Granted an advanced diploma (qualification equivalent to a bachelor's degree) offered at a higher vocational school designated by the Ministry of Education, Culture, Sports, Science and Technology.
8. Acknowledged by an individual review of application qualifications, and to be at least 22 years of age.

## **Application Process**

Article 5: Applicants must complete the designated procedures and pay the stipulated application fee by the specified deadline.

## **Admission Screenings**

Article 6: The decision regarding which students to admit will be made after an admission screening of all the applicants.

Article 6-2: Admission screening procedures such as the method and timing are stipulated separately.

## **Applying to Different Programs Simultaneously, Reapplying to the Same Program**

Article 7: Applicants may not apply to more than one of the three programs specified in Article 2 during the same academic year.

Article 7-2: Applicants who were not accepted in previous years may reapply.

Article 7-3: Applicants need to perform all designated procedures when reapplying.

Article 7-4: If applicants are not accepted, they may not reapply to any of the programs during the same academic year.

## **Admission Procedures, Admission Acceptance, Withdrawal of Admission and Postponing Admission**

Article 8: After acceptance, applicants will be officially admitted to the program upon completing the procedures for the confirmation of enrollment through the Online Admission Portal..

Article 8-2: Those who receive notice of acceptance (hereafter, referred to as admitted students) must submit the required documents and complete the tuition payment procedure by the designated date.

Non-degree students as stated in Section 8 are exempt from paying the enrollment fee. However, if there is any difference in the enrollment fees between the programs, the accepted students need to pay the difference.

Up until the time of admission, accepted applicants may, after completing the designated procedures, take courses as Pre-MBA (J) students, Special Pre-MBA (J) students (Sendai and Fukuoka campuses), which are non-degree students as defined in Section 8 of the Enrollment Regulations of the Part-time & Online MBA Program (Japanese), Graduate School of Management, GLOBIS University, or as Pre-MBA (E) students, which are non-degree students as defined in Section 8 of the Enrollment Regulations of the Part-time & Online MBA Program (English), Graduate School of Management, GLOBIS University.

Article 8-3: Withdrawal of admission will be accepted from admitted students until one day before the date of admission as defined in Article 3. The tuition, except for the enrollment fee, will be returned to the accepted applicants who withdraw.

Article 8-4: When withdrawing admission, admitted students applicants must dispose of all the course materials downloaded.

Article 8-5: Upon an admitted student's request, admission may be postponed until the following October, if there are special circumstances such as a natural disaster, hospitalization, long-term outpatient treatment, or child delivery, etc. by the applicant, and it becomes difficult for the admitted student to continue studies on an ongoing basis for six months or more. When requesting to postpone admission, applicants shall, up until one day before the date of admission, submit to the Student Services Office through the method specified an application form stating the reason for the request to postpone admission.

Article 8-6: In cases of enrollment after postponing admission, the regulations including the tuition at the time of admission will be applied.

Article 8-7: The University may cancel a receipt and acceptance of an application, acceptance, and admission to the program of a person who has requested to be admitted, in the case that it becomes evident that they are a member of or otherwise involved with antisocial forces, such as a gang, a company associated with a gang or a corporate extortionist.

## **Payment of Tuition, Refund Policy**

Article 9: The two-year enrollment period is divided into a first, second, third and fourth installment payable in six-month intervals. The total tuition for the two-year standard duration of program completion shall be paid in four

installments. The students who are enrolled on either the first day of the October term or the first day of the April term for each academic year must complete the payment of the tuition for an installment as well as any enrollment extension fee. For students on a leave of absence (Term), the timing of tuition billing as well as the charged term will be shifted depending on the student's leave of absence (Term). At the student's request, a student may pay several installments at the same time. Payments are to be made by bank transfer or with a credit card. If the payment policy is changed, students are to follow the revised policy.

Article 9-2: Students who fail to complete the program requirements within the standard duration of program completion are required to pay the enrollment extension fee each additional year.

Article 9-3: A receipt can be downloaded from the Virtual Campus if necessary.

Article 9-4: Payment of tuition must be made by the due date. If payment is not confirmed after the due date, the Student Services Office will manage the process according to the Provisions regarding Students with Unpaid Tuition stipulated separately, which take precedence over Sections 1 to 7.

Article 9-5: If a revision of tuition is made, in principle, students are to follow the tuition applied at the time of admission.

Article 9-6: For students on a leave of absence (Term), the payment of tuition during their leave of absence (Term) will be deferred until they return, as stipulated in Article 30.

Article 9-7: Paid tuition will not be refunded.

Article 9-8: Notwithstanding Article 9-7, if the University accepts a request for withdrawal from a student before the payment deadline, any future tuition installments for the two-year standard duration of program completion shall be deemed unnecessary, and any tuition installments paid in advance will be refunded. If the University accepts a request for withdrawal from a student after the following term has already started, any paid tuition installments for the terms corresponding to the current six-month installment period will not be refunded. For those who have paid all the tuition in advance, the amount equivalent to the remaining future six-month installments will be refunded. Students will bear all service charges that may arise from the refund.

Article 9-9: Notwithstanding Article 9-7, the paid tuition for an expelled student or student that applied to Article 35-3 of the Graduate School Regulations will be refunded for the terms corresponding to the terms when the course registration was terminated. Paid tuition is defined as tuition which was paid by the students after deducting the amounts as stipulated in Article 9-10 and scholarship. Students will bear all service charges that may arise from the refund.

Article 9-10: The tuition for credits earned prior to admission and recognized as credits earned as a Pre-MBA student at the University will be deducted from the full amount of the tuition for the two-year standard duration of program completion, as stated in Article 36 of the Graduate School Regulations. The tuition will be deducted from the second and fourth installments evenly (not beginning with the first installment). Also, if non-degree students including Pre-MBA (J) or Pre-MBA (E) students take a course leave of absence and re-enroll after admission, the earned credits will be considered as credits earned after admission. The tuition for the credits will be deducted from the total amount of the tuition and treated as a special case.

Article 9-11: Notwithstanding Article 9-7, if the accepted applicants withdraw their admission up until one day before the admission date stipulated in Article 3 and have paid their tuition according to Article 8, or if there is a special approval from the Dean and the Student Services Office, the tuition may be refunded at the student's request up to the amount of the tuition paid.

### **Verification of Credits Obtained Prior to Admission**

Article 10: Those who wish to transfer credits earned at other graduate schools prior to admission, in accordance with Article 19 of the Graduate School Regulations, must submit documents that show the relevant course name, the number of credits earned, and a course outline, along with the corresponding transcripts to the Student Services Office when completing the admission procedures. A maximum of 10 credits may be transferred and be recognized as credits earned at the University if registered faculty members in charge of the relevant fields at the University approve after a screening upon receiving the documents.

Article 10-2: The maximum number of credits that can be taken as a non-degree student at the University prior to admission and transferred to an MBA program and counted as part of the credits required for program completion is 12 credits, regardless of the program. If the said person becomes a Pre-MBA student (E) from the 2016 January term until the 2016 July term, the maximum number of credits that he or she can transfer to an

MBA program is 15 credits. Furthermore, the credits to be recognized and counted as part of the credits required for program competition must have been registered and earned 5 or fewer years prior to the date of enrollment. The period of the validity is only applicable to the University; if a student transfers to another graduate school, the student will follow the regulations stipulated by the said graduate school.

Article 10-3: Up to 15 credits earned prior to admission can be recognized as earned in the University, including the credits stipulated in Article 10-1 and 10-2.

Article 10-4: If the said student completed courses exceeding the maximum number of credits which can be transferred as stipulated in Article 10-1, 10-2, and 10-3 the Student Services Office will decide which course credits will be transferred.

Article 10-5: For courses for any non-degree student defined in Section 8 taken 5 or fewer years before the date of admission, courses which are marked as either D or F will be counted in the evaluations which result in the disciplinary action stipulated in Article 25.

### **Transfers Among Programs**

Article 11: A student wishing to transfer to a different program in the University may, after a screening, receive permission to transfer. Details of the transfer shall be specified in the Enrollment Regulations of the program after the transfer.

Article 11-2: If the said student wishes to transfer from the Part-time & Online MBA Program (English) or the Full-time MBA Program (English) to the Part-time & Online MBA Program (Japanese), the transfer date shall be the beginning of each term. The said student shall contact the Student Services Office at least one month before the end of each term and follow the necessary procedures.

If the said student wishes to transfer from the Part-time & Online MBA Program (Japanese) or the Full-time MBA Program (English) to the Part-time & Online MBA Program (English), the student shall contact the Student Services Office at least one month before the end of each term and follow the necessary procedures.

If the said student wishes to transfer from the Part-time & Online MBA Program (Japanese) or the Part-time & Online MBA Program (English) to the Full-time MBA Program (English), the transfer date shall be the beginning of module 1 (October) or module 3 (January). The said student shall contact the Student Services Office at least one and a half months before module 1 or 3 and follow the necessary procedures.

The said student must submit an essay regarding the reason for requesting the program transfer by following the instructions provided by the Student Services Office. The program transfer will be decided after a comprehensive review of the submitted documents, interview results and other related information. Transfer to a program in a different language more than once is not accepted.

Article 11-3: Credits and grades including Ds, Fs, and ineligible for grading that student received before the program transfer will be transferred to the program to which the student will transfer. In principle, if a student earned more than one third of number of credits required to complete the program prior to transfer, according to the maximum number of credits in a program in a different language as stipulated in Article 16, the program transfer request to a different language program cannot be accepted. In principle, if a student earned more than one half of number of credits required to complete the program to which the student is willing to transfer prior to transfer, according to the maximum number of credits in a different program as stipulated in Article 16, the program transfer request within the English programs cannot be accepted.

Article 11-4: After transferring, the student is required to follow the program completion requirements of the program into which the student has transferred. The period of enrollment and any term leaves of absence prior to transfer will be counted as part of the entire period of being enrolled as an MBA student.

Article 11-5: Students are required to pay tuition equal to the entire amount of the tuition of the transferred program minus the amount of tuition already paid. Any GLOBIS scholarship that a student has received before the program transfer will be terminated, and students are required to pay the entire amount of the enrollment fee and the remaining tuition of the program to which the student will transfer. The amount already paid by the student will be deducted. The Full-time MBA Program (English) tuition is required to be paid in one payment before the program enrollment. If the said student wishes to transfer to the Full-time MBA Program (English), the student is required to pay the full amount of the Full-time MBA Program (English) tuition minus the tuition already paid at the time of program transfer in one payment.

Article 11-6: Students are required to pay the amount of the actual costs related to program transfer such as the

Student ID reissuance fee.

Article 11-7: After transferring, the student is required to follow the Enrollment Regulations of the program in which the student is transferring.

## **Section 3 — School Holidays**

### **School Holidays**

Article 12: Classes are not held on New Year' holidays, Golden Week, and other days specified by the University.

## **Section 4 — Taking Courses**

### **Course Planning**

Article 13: At the time of admission, students are to specify which courses they plan to take until the completion of the program and submit their course registration plans to the Student Services Office. The Student Services Office will provide guidance with regards to taking courses if necessary. In principle, students shall register each term for the courses which are written on their course registration plan.

Article 13-2: Due to the circumstances of students at work, students can apply for the enrollment extension system, which enables the students to complete the curriculum in a planned manner for a certain period longer than the standard duration of program completion as stipulated in Article 14 of the Graduate School Regulations. Students wishing to use this system shall specify which courses they wish to take and submit the designated form to the Student Services Office.

Article 13-3: Upon submission of the designated form of the enrollment extension system, the period of extension will be for one year. If the students wish to change or further extend their period of enrollment, they must re-submit the designated form five months before the expected date of program completion.

Article 13-4: If students do not submit the designated form and fail to complete the program within the standard duration of program completion or the period of extension as written on the designated form, they will be considered as repeating a school year, be unable to register courses, and obliged to pay the enrollment extension fee stipulated in Article 9-2 and may be subject to disciplinary action. Repeating the school year more than once shall result in expulsion.

Article 13-5: Depending on the circumstances regarding the student's course registration, the University may ask the student to review their course registration and cancel the student's course registration after contacting the student.

### **Maximum Number of Credits**

Article 14: The maximum number of credits for which any student can register is equivalent to 24 credits in a given academic year.

Article 14-2: The maximum number of credits students may earn while enrolled in the program as part of their paid tuition is 40 credits.

Article 14-3: If students request to register for more than 40 credits, the students are required to apply and pay for each course. Regardless of the term to be registered, the students are required to pay the full amount of the tuition for the course in advance when their course registration has been confirmed. Even if the total amount of earned credits does not reach 40 credits after the additional application, the additionally paid tuition will not be returned, as the credits earned through this registration will not be included in the maximum number of credits as part of student's paid tuition during enrollment.

Article 14-4: Tuition upon cancellation of courses when the student has completed more than 40 credits shall be returned under the following conditions:

- a. If the cancellation is made 14 days or more before the first day of the corresponding course, no cancellation fee will be incurred.
- b. If the cancellation is made 13 or fewer days before the corresponding course, JPY 32,000 is charged per course.

Article 14-5: In accordance with Article 14-3, if the students complete a course when the student has completed more than 40 credits during their enrollment period, the credits are considered as credits earned during their enrollment.

### **Program Completion**

Article 15: Requirements for program completion are stipulated in Article 16 of the Graduate School Regulations. Article 15-2: Credits required for program completion is 36 credits including the required courses and required elective courses for program completion. As the required courses and required elective courses differ according to admission year, they are stipulated in a table separately. Students must complete at least one-half of the credits required for program completion from the program in which the student belongs.

Article 15-3: Students who meet conditions determined by the University may be exempted from some required courses. Applications for course exemption must be made during the period prior to the enrollment to the MBA program and will not be accepted after the enrollment to the MBA program. If the course exemption is granted after the screening of the application, no credits will be granted for the exempted courses. Once the course exemption is granted, students will not be able to revoke it.

Article 15-4: Program completion consists of, in addition to the contents stipulated in Article 15-2, passing the GLOBIS Management Assessment Program (GMAP) examination during the maximum duration of enrollment. However, students who were admitted into the Part-time & Online MBA Program (English) in or before the 2017 academic year are exempt from taking the test. Students exempt from taking the test will not be allowed to take the test.

Article 15-5: At the end of the academic year, following the Degree Regulations, students who complete the program completion requirements will be judged as to whether or not they have completed the program by the Completion Verification Committee. After the Completion Verification Committee has judged and the President acknowledged that a student has completed the program, the student's program completion will be considered finalized.

Article 15-6: If, due to a leave of absence, a student's expected date of program completion is not at the end of September (at the end of the academic year), according to the Degree Regulations, students who complete the program completion requirements will be judged as to whether they have completed the program or not at the time of the student's expected date of program completion. After the Completion Verification Committee has judged and the President acknowledged that a student has completed the program, the student's program completion will be considered finalized.

Article 15-7: Students cannot extend their duration of enrollment after program completion has been finalized.

Article 15-8: The details regarding program completion and conferral of degrees for students who complete the program requirements are stipulated in the Degree Regulations.

Article 15-9: According to the Degree Regulations, if students' degrees have been revoked, their verified program completion will also be revoked.

### **Enrollment in Courses and Certification of Credits from Programs in Different Languages**

Article 16: In the case that a student registers for a course in a different language from the program in which the student belongs, the credits will be counted as part of the credits required for their respective program competition.

Article 16-2: In the case a student registers for a course in a different language, the student should follow the Regulations and confirm the Class Guide of the program which offers the registered course.

Article 16-3: The maximum number of credits that can be earned in program in a different language is 12, one-third of the required credits for program completion, including those earned before admission. Credits earned in program in a different language that exceed the 12 credits limit, will be included in the maximum number of credits as stipulated in Article 14, but will not be counted as part of the credits required for program completion.

Article 16-4: To register for a course from a program offered in a different language, students need to meet the



requirements for language ability below.

1. For students who wish to register for courses offered in the Part-time & Online MBA Program (English) or Full-time MBA Program (English):

- English Proficiency (meeting any of the following criteria):

- Speak English as a native language
- Have graduated from a college, university, or completed a graduate school program conducted entirely in English
- Have English language proficiency equivalent to TOEIC 850 or above as determined by the GLOBIS MBA Office

2. For students who wish to register for courses offered in the Part-time & Online MBA Program (Japanese):

- Japanese Proficiency (meeting any of the following criteria):

- Speak Japanese as a native language
- Have graduated from a college, university, or completed a graduate school program conducted entirely in Japanese
- Have Japanese language proficiency approximately equivalent to Level 1 on the Japanese Language Examination or N1 on the Japanese Language Proficiency Test

Article 16-5: Students are not allowed to register for the same course in other programs. If a student enrolled in the same course in both Japanese and English before the 2010 academic year, the credits earned in both courses will be included towards the maximum number of credits earned, but only the first course completed will count as part of the credits required for program completion.

### **Taking Courses at Other Graduate School Programs and Certification of Credits**

Article 17: Credits accrued before admission and during enrollment at other graduate schools as a result of Article 18-2 of the Graduate School Regulations are, for up to a maximum of 10 credits, considered for credits earned at the University through specified procedures.

Article 17-2: Students and accepted applicants of this program may not be permitted to enroll in courses at GLOBIS Management School.

### **Course Closure, Class Cancellation and Class Changes (on the University side)**

Article 18: In order to maintain effective learning, courses may be closed when the minimum required number of students is not met, or other unavoidable circumstances arise.

Article 18-2: Course closures will be decided by 14 days prior to the first day of the corresponding course.

Article 18-3: Under certain circumstances affecting a faculty member, classes may be presented by substitute faculty members, or changes such as class dates, times, locations, or contents may be made even after the detailed course schedule has been disclosed.

Article 18-4: After the course openings have been confirmed, classes may be canceled, courses may be closed or postponed, or the course format may be changed under the following circumstances.

1. Natural disasters or calamities such as typhoons or earthquakes, strikes related to transportation agencies, riots, a coup d'état, or infectious disease.
2. Accident, illness, an event of congratulations or condolences involving the course faculty member.
3. Maintenance inspections, renovation work, or other activity disrupting access or use of the facilities.
4. Other circumstances or force majeure as determined by the Student Services Office that makes holding classes impossible.

Article 18-5: Under certain circumstances affecting the University that force a course change, closure, or postponement, students shall immediately dispose of any course materials they have received.

### **Course Bidding System**

Article 19: Students are required to select the number of points to bid upon registering for courses during the First Registration Period. The details regarding course registration is stipulated separately.

Article 19-2: Each student is granted 15 points at the beginning of the First Registration Period for every term.

The points will be used only for the course registration during the First Registration Period and will expire by the end of every term.

### **Course Cancellation, Course or Class Changes (on the Student side)**

Article 20: After course registration, students may cancel courses, change courses, or postpone the term of their registered courses up until 14 days prior to the first day of the corresponding course.

Article 20-2: If a student changes courses, cancels courses or postpones the term to take one's registered courses, they shall immediately dispose of any course materials they have received.

Article 20-3: However, an exception can be made when special circumstances arise after course registration, such as a long-term business trip as required by the student's employer, other conditions equivalent to a course leave of absence or an urgent schedule change of a faculty member. In such cases, Articles 20-1 through 20-2 shall not apply.

Article 20-4: Students shall not register for courses which have dates that overlap even partially.

Article 20-5: If, after the courses begin, the Student Services Office finds a student registered for courses which have dates that overlap, equivalent to those described in Article 20-4, the Student Services Office shall cancel the registration of either one of the courses.

### **Distribution of Course Materials**

Article 21: In principle, course materials shall be obtained by downloading them from the Virtual Campus.

Article 21-2: Students themselves are responsible for securing the designated textbooks for each course.

Article 21-3: If students do not take a course for any reason, including but not limited to cancellation or postponement of enrollment, they must immediately dispose of any course materials they have downloaded.

Article 21-4: Course materials are uploaded to the Virtual Campus approximately three weeks prior to the commencement of each course. If the circumstances of the student prevent them from downloading course materials before the start of the term or their studies are adversely affected due to downloading course materials directly before the start of the term, the University bears no responsibility.

### **Class Attendance Requirements**

Article 22: Students will only be marked as present when they are visually confirmed by the faculty member as being present in class by video, comments, or raising their hands, etc.

Article 22-2: Students who participate for at least two hours of the class time of each Day will be marked as being present for the Day and subject to evaluation.

Article 22-3: Students who are not present for at least two hours of a class for any reason, including connection difficulties for online courses, will be marked absent for that day of class.

Article 22-4: Students who participate for two hours or more of the class time even if they are late, leave early or are away during the class will be marked as present, however, if overall class tardiness is excessive (in frequency and length), lecturers may deduct points when completing the final grade.

### **Suspension of Attendance Due to Infectious Diseases**

Article 23: In on-campus classes, any student who is infected with an infectious disease as stated in Article 18 of the Japanese National School Health and Safety Act will not be permitted to physically participate in any activities such as attending on-campus classes. This shall not apply to the online classes.

Article 23-2: Students may be marked as present for classes (Days) missed due to infection stipulated in Article 23-1 as a special measure if they submit the designated application form and a certificate from a medical doctor.

### **Course Evaluation**

Article 24: After a course has finished, students will be given final grades, and evaluated as having completed or not completed the course in accordance with specified criteria. For completed courses, the students will be evaluated with the grades of P/A/B/C/D. For courses which are evaluated as not completed, the students will be evaluated with the grades of F or ineligible for grading.

Article 24-2: An F grade refers to when a student has satisfied the requirements for grading stipulated in each course and has been evaluated as having not completed the course.

Article 24-3: In case a student fails to meet any of the requirements for grading, the student will be evaluated as ineligible for grading. In such a case, the student will neither be evaluated nor given feedback from the faculty member.

Article 24-4: Only deliverables submitted to a designated page and by the deadline will be evaluated. Any required deliverables created in a language different from which the course is offered are ineligible for evaluation.

Article 24-5: Requests for amendments and changes of the evaluation in terms of attendance and deliverables are only accepted within 14 days after the final grades have been completed.

### **Evaluations Which Result in Expulsion**

Article 25: Students who receive five or more Ds and Fs from the University will be expelled from the University at the end of the corresponding term, as stipulated in Article 42 of the Graduate School Regulations. Course registration afterwards will no longer be accepted. Confirmed course registration will be canceled and if the students have already started being enrolled, they must stop participating in all courses. However, courses taken 5 or more years before the date of admission and that are marked as either D or F will not be counted into this measure.

Article 25-2: If students acquired the credits required for program completion, including the required courses and required elective courses and passed GMAP examination as stipulated in Article 15-2, 15-3 and 15-4, and, at the same time or a time after that, receive five or more Ds or Fs, Article 25 is not applied. However, course registration for the period until the end of program completion is not accepted. Confirmed course registration will be canceled and if the students have already started being enrolled, they must stop participating in all courses.

Article 25-3: For courses taken during enrollment in the MBA program, beginning in April 2008, three courses evaluated as ineligible for grading will result in one F grade as defined in Article 24-2. All ineligible for grading courses incurred after the third time will be counted as one F per course and counted in the number of the accumulated D and F grades.

### **Options Related to Expulsion Due to Receiving Five or More D and F Grades**

Article 26: Students with five or more Ds and Fs who are subject to expulsion from the University will be given the opportunity to file a petition to the Expulsion and Disciplinary Committee (hereafter, referred to as the EDC) specified in Article 44 of the Graduate School Regulations where students can present written comments. Students are requested to select one of the options below and contact the EDC by the designated date.

1. Expulsion from the University at the end of the term when the student receives five or more Ds and Fs

2. File a petition to the EDC and have the EDC determine whether the student can stay enrolled or not

Article 26-2: If the student selects Item 1 in Article 26-1 or the student does not contact the EDC within the designated period, the student is requested to follow Article 25-1.

Article 26-3: If the student selects Item 2 in Article 26-1, the student is requested to submit by the date designated by the EDC a petition which explains the special reason why the student should stay enrolled. If the student submits the petition by the deadline, he or she may stay enrolled until the end of the term following the term when the student received five or more Ds and Fs and the student will be required to pay the tuition for the next term.

### **Expulsion and Disciplinary Committee Meeting and the Process Afterward**

Article 27: The EDC will have a meeting to review the petition submitted by the student who selects Item 2 in Article 26-1 on whether the said student should stay enrolled or not and inform the student of the result.

Article 27-2: If the student is judged to be able to stay enrolled, the said student may have the expulsion stipulated in Article 25-1 deferred and stay enrolled with the conditions specified by the EDC. The student is required to complete a payment of the annual amount of the enrollment extension fee by the due date designated by the Student Services Office.

Article 27-3: If the student is judged to not be able to stay enrolled, the said student will be expelled at the end of the next term. As stipulated in Article 9-9, the paid tuition for the remaining terms will be refunded. If the enrollment is judged before the payment of the enrollment extension fee, the student will be required to complete a payment during the period they are enrolled by the due date designated by the Student Services Office.

Article 27-4: Notwithstanding Article 27-3, if the student completes the required number of credits and passes GMAP examination stipulated in Article 15-2 and 15-3 by the end of the next term, the said student may stay enrolled until the end of program completion according to Article 25-2. The student is required to complete payment of tuition for the accepted enrollment period specified in Article 9 by the due date designated by the Student Services Office. However, course registration for the period remaining until the end of program completion will not be accepted.

Article 27-5: If the student was subject to expulsion after acquiring the credits required for program completion, including the required courses and required elective courses and passing GMAP examination as stipulated in Article 15-2, even if the said student was judged to be able to stay enrolled according to Article 27-2, the course registration for the period remaining until the end of program completion will not be accepted. The student is required to complete payment of tuition for the accepted enrollment period specified in Article 9 by the due date designated by the Student Services Office.

Article 27-6: If the student was judged to be able to stay enrolled according to Article 27-2 reaches the conditions specified by the EDC during the continuation of enrollment, the student shall be expelled without being given an opportunity to object to the EDC.

## **Section 5 — Substitute Class and Re-registration for Courses**

### **Substitute Class System**

Article 28: Students who cannot attend an originally registered class due to circumstances related to work or other unavoidable circumstances are allowed the opportunity to attend another class of the same course with the restrictions on evaluation and class registration as described from Article 28-2 to Article 28-12, because this substitute class system merely gives students an opportunity to attend missed classes.

Article 28-2: Attending a substitute class shall only be allowed for the same course, the same language and the same program.

Article 28-3: The substitute class must be in the current term or the next term the same course is offered; however, students may apply the substitute class of that course only if the substitute class has not reached capacity. Students originally registered for courses conducted online are unable to apply for the substitute class system in the next term the same course is offered in the same program.

Article 28-4: If a student is registered for a substitute class in the same term as the originally registered class, the student is subject to evaluation. The participation and assignments of the class will be evaluated by the lecturer from the substitute class, however, the final grade will be confirmed by the lecturer from the originally registered class.

Article 28-5: If a student is registered for a substitute class the next term the same course is offered in the same program, the student merely has an opportunity to attend the class and is not evaluated. The substitute class system may not apply for courses held irregularly, including but not limited to special courses or courses held at special campuses.

Article 28-6: A student may register for a substitute class up until the starting time of the class which the student wishes to attend as a substitute class.

Article 28-7: When a student attends a substitute class which requires the submission of a report, the student is required to submit the report by the specified deadline of the class which comes first, either the originally registered class or the substitute class. Reports shall not be accepted after the deadline. The report will be evaluated by the lecturer from the originally registered class.

Article 28-8: The substitute class system does not apply for the purposes of attending another course or class.

Article 28-9: Students will not be able to access the Class Discussion Board of the substitute class.

Article 28-10: The substitute class system may not apply in certain cases, such as for special courses, courses where the course contents have changed, and courses which are being offered for the last time.

Article 28-11: In the event that students missed an online class and could not attend the substitute class,

students may watch a recorded video of the originally registered class. For this purpose, the University shall record and save a video of each class for courses conducted online. However, if the student was absent on the on-campus substitute class, the student will not be allowed to watch the class recording.

Article 28-12: In addition to students who were absent from a class, the University may allow third parties whom the University considers appropriate to watch videos of classes specified in the preceding paragraph.

### **Re-Registration for Courses**

Article 29: A student may be re-registered for courses which were evaluated as not completed.

Article 29-2: The re-registration for courses not completed may not apply in certain cases, such as special courses, courses where the course contents have changed, and courses which are being offered for the last time.

## **Section 6 — Leaves of Absence, Withdrawals and Re-Admission**

### **Leave of Absence (Term)**

Article 30: A leave of absence (Term) may be granted upon student request due to the special circumstances listed below. In principle, requesting a leave of absence (Term) will not be accepted after the term begins.

However, due to unavoidable circumstances, there may be cases when a leave of absence (Term) may be approved after the term has begun.

- Natural disasters
- Hospitalization, long-term outpatient treatment, delivery and child-rearing or similar circumstances involving the student
- Death, hospitalization, delivery and child-rearing or similar circumstances involving any relative of the student's family
- Cases in which it becomes physically impossible to attend a class due to changes in work environment that can be objectively verified, such as a long-term business trip, job changes, dispatches to another company, transfers within the same company, or similar circumstances
- Other special circumstances granted by the Student Services Office.

Article 30-2: A student may request a leave of absence (Term) in units of one term (three months), and the total accumulated leave of absence may be no more than two years except under special circumstances.

Applications for a leave of absence (Term) and leave of absence (Course) for the same term will not be accepted.

Article 30-3: Notwithstanding Article 30-2, special permission for a leave of absence (Term) exceeding two years may be granted. In cases when leave of absence (Term) exceeds two years, the regulations including the tuition at the time of re-enrollment will be applied from the year of return. However, if there is a change in the requirements for program completion, the student may be exempted from some required courses provided that the conditions stipulated by the University are met.

Article 30-4: In accordance with the preceding paragraph, the reason and period for specially permitting a leave of absence (Term) for more than two years shall be as follows. Combinations of these are not allowed.

- In case of raising a child under the age of four: up to a total of three years
- In the case of attendance in class becoming physically impossible such as time differences or network environment, etc. due to an assignment by company order: up to a total of five years

Article 30-5: When requesting a leave of absence (Term), students shall, before the leave of absence begins, submit to the Student Services Office through the method specified a leave of absence form stating the reason for the request.

Article 30-6: In cases of requesting a long-term leave of absence, the Student Services Office may hold a meeting with the student.

Article 30-7: The period of a leave of absence (Term) shall not be counted as part of the standard duration of program completion.

Article 30-8: If protraction of the special circumstances listed in Article 30-1 or other factors make it difficult for the student to return to the University for the planned term, before the current leave of absence (Term) has finished, the student may be granted an extension to the leave of absence by applying via the procedures outlined in Article 30-5.

Article 30-9: Students on a leave of absence (Term) should register for courses for the term they plan to return to the University. If students have not applied for an extension to the leave of absence (Term) pursuant to the preceding paragraph, they will be counted as re-enrolled from the term they plan to return even if they do not register for courses for the term they plan to return to the University.

### **Leave of Absence (Course)**

Article 31: If while enrolled in a course, a student becomes unable to attend class or submit course deliverables, even using the substitute class system, and is therefore unable to fulfill the grading requirements due to the special circumstances listed below or similar circumstances, a student may upon request be granted a leave of absence (Course).

- Natural disasters
- Hospitalization, long-term outpatient treatment involving the student
- Death or hospitalization involving any relative within the second degree of kinship of the student's family
- Transfers within the same company, long-term business trip required by the student's employer
- Other special circumstances granted by the Student Services Office.

Note: A leave of absence (Course) will not be granted for voluntary job searches, work overload or changes in work environment which do not require a change of residence.

Article 31-2: When requesting a leave of absence (Course), students shall submit to the Student Services Office through the method specified a leave of absence (Course) form stating the reasons for the request. In principle, a student must promptly submit a request after the occurrence of the event to which the leave of absence (Course) applies. The Student Services Office shall review the leave of absence (Course) based on the reason for the application and the period of the application.

Article 31-3: Leaves of absence (Course) will not be retroactively accepted once the final grades have been confirmed.

Article 31-4: Upon acceptance of a request for a leave of absence (Course), students will be re-enrolled in the next term the same course is offered in the same program only for the classes the student did not complete after the leave of absence was granted. Course evaluation will be finalized when the student has completed the classes in the next term that the course opens, based on attendance and evaluations for any report and class contribution prior to and after the leave of absence (Course). For courses conducted online, the Day(s) in which the video recording was already watched due to absence is not subject for re-enrollment in the next term.

Article 31-5: The student must re-enroll for the course in the next term it opens; extensions of the leave of absence (Course) cannot be granted. If a student takes Leave of Absence (Course), course re-enrollment must be in the same language and program. The class format may differ from before the leave. If the student takes a leave of absence (Course) from an online course, and the next term the course is offered in an on-campus format but the student is unable to take the course on campus, the re-enrollment to the course will be the next term the same course is offered online.

Article 31-6: Once a leave of absence (Course) has been approved, it cannot be canceled.

Article 31-7: Classes upon re-enrollment shall be selected by the student prior to the commencement of the following term in accordance with instructions by the Student Services Office. If the student does not select the class for re-enrollment by the deadline, the Student Services Office shall choose which class the student shall attend.

Article 31-8: Paid tuition is not refunded to students irrespective of whether or not they can attend the classes in the next term that the course opens.

Article 31-9: The period of a leave of absence (Course) (the term when a student applies for a leave of absence (Course) and the term when the student re-enrolls) shall be included in the duration of enrollment.

Article 31-10: After completing the program, if a student re-enrolls in the course without being enrolled in the program, the re-enrolled term is not counted toward the student's enrollment period and the enrollment extension fee specified in Article 9-2 will not be charged.

Article 31-11: In terms of course registration and other rules, the regulations at the time of re-enrollment will be applied.

### **Withdrawal**

Article 32: Students wishing to withdraw from the University must submit a withdrawal form to the Student Services Office, and in principle after an interview with the Student Services Office, return their identification cards and other items designated by the Student Services Office.

Article 32-2: At the time of withdrawal, if re-enrollment for a course after a leave of absence (Course) had previously been approved, the re-enrollment will not be approved. The leave of absence (Course) will be canceled, and the final grade of the said course will be ineligible for grading.

### **Re-Admission**

Article 33: If a student who has withdrawn or has been expelled wishes for re-admission, the University may permit the student to be re-admitted to the same program after determining the conditions for re-admission and examining the request. The details of re-admission are stipulated in each program's Enrollment Regulations.

Article 33-2: A student may be re-admitted to the Part-time & Online MBA Program (English) on October 1 after re-admission has been approved.

Article 33-3: Students requesting re-admission shall contact the Student Services Office and complete the application procedures stipulated in Articles 33-4 and 33-5 by the last application deadline of the program they wish to re-admit. Applicants must write an essay which includes reflection regarding the reason for the withdrawal or the expulsion as well as the action plan after re-admission. If the said student wishes to transfer to programs offered in a different language prior to withdrawal or expulsion, he or she must submit an essay regarding the reason for requesting the program transfer. If the student who had withdrawn or being expelled wishes to be re-admit, it is required to submit the action plan of future academic performance. Students will be exempt from the following parts of the admission process when applying for re-admission.

1. Students who require a preliminary screening: students who previously passed a preliminary screening will be exempt when applying for re-admission.

2. If a student applies for re-admission after withdrawal or the expulsion,

- Within five years, in which the student's most recent educational background has not changed: the students will be exempted from submitting a certificate of degree completion as well as an academic transcript
- Within two years and if the students withdrawing from a program conducted in English apply to be re-admitted to the same program: The students will be exempted from submitting TOEFL, IELTS, TOEIC, Cambridge CAE or Cambridge CPE test results.

Re-admission will be decided after a comprehensive review of application information such as the submitted documents, interview results and other related information.

Article 33-4: The credits, grades and GMAP examination results that students received before the withdrawal or the expulsion will be transferred after their re-admission. However, courses which are evaluated as F grades or ineligible for grading will not be transferred. The credits of the courses which are marked as D grades received before the withdrawal or the expulsion will be transferred as part of the earned credits upon re-admission.

However, these will not be counted as evaluations which result in the disciplinary action stipulated in Article 25. In principle, if the number of credits earned in the program in which the student is enrolled prior to withdrawal or expulsion exceeds one third of the credits required for completion of the program, as stipulated in Article 16, re-admission to a program in a different language cannot be accepted.

Article 33-5: The maximum duration of enrollment for re-admitted students will be 5 years regardless of the period previously enrolled in the University. The maximum duration of a leave of absence for re-admitted students will be equal to the maximum of two years, including any leaves of absence (in three-month units) taken previously. For completion of the program, the student is required to follow the program completion requirements of the program into which the student has re-admitted. However, if there is a change in the requirements for program completion, the student may be exempted from some required courses provided that the conditions stipulated by the University are met.

When requesting re-admission in a different program in English, in principle, this shall not be allowed when half or more of the credits required for completion of the program were completed in accordance with Article 15 prior to withdrawal or expulsion. Furthermore, determination of program completion will be made based on the enrollment period counted with the previous enrollment period according to Article 15.

Article 33-6: The tuition charged after re-admission will be an amount equal to the total tuition minus the amount already paid at the time of re-admission. A re-enrollment fee (JPY 31,000) shall be paid upon re-admission, instead of the enrollment fee. If the duration of enrollment, including the period of enrollment prior to re-admission, exceeds the standard duration of program completion, the enrollment extension fee shall be paid.

Article 33-7: Re-admitted students shall follow the Graduate School Regulations, Degree Regulations, and Enrollment Regulations at the time of re-admission.

Article 33-8: Re-admitted students are not eligible for scholarships from the University.

## **Section 7 — Other Items**

### **Corporate-sponsored MBA Student Information Disclosure Registration**

Article 34: If a corporate bears more than half of the tuition amount, register for the prescribed corporate-sponsored MBA students information disclosure and consented by the student, information related to MBA enrollment will be disclosed to the corporate. The corporate-sponsored MBA student information disclosure registration requires complying with the regulation together with a contract specified separately.

Article 34-2: In case of corporate-sponsored MBA student information disclosure registration, course registration and grades for each course taken to complete the program (such as final grades, attendance, class participation, etc.), and earned number of credits may be disclosed to the persons in charge at the applying corporations as well as the persons in charge at GLOBIS Corporation whom the University entrusts with recruiting the students.

Article 34-3: Actions specified under Article 35, 41 and 42 of the Graduate School Regulations may be disclosed to the persons in charge at the applying corporations as well as the persons in charge at GLOBIS Corporation whom the University entrusts with recruiting the students.

Article 34-4: Disclosure of information through corporate-sponsored MBA student information disclosure registration shall only be for the enrollment period of the program.

Article 34-5: If a student leaves the company while enrolled in the University, the grades of the student shall cease being disclosed upon notification by the persons in charge at the applying corporation.

### **Quality Guarantee System**

Article 35: Tuition paid after enrollment shall be refunded after a meeting upon a request made to the Student Services Office by a student who has satisfied the program completion requirements as stipulated in Article 15, but still feels the expected learning outcomes had not been achieved.

Article 35-2: The deadline for the request is one month after the announcement of program completion.

Article 35-3: In principle, tuition is refunded within two months after the date of the student's request.

Article 35-4: If the request for the Quality Guarantee System has been approved, credits required for program completion, finalization of program completion, and conferment of degrees will not be granted.

### **Behavior Subject to Disciplinary Action**

Article 36: The conduct listed below will be regarded as one of the behaviors subject to disciplinary action according to Article 42 of the Graduate School Regulations. Anyone who commits the conduct prohibited below is subject to disciplinary action stipulated in Article 41 of the Graduate School Regulations after following the procedure stipulated in Article 40 and 44 of the Graduate School Regulations. Depending on severity of the offense, the student may not be allowed to enroll in courses until the decision of disciplinary action is made.

#### **1. Misconduct**

Both perpetrators and accomplices shall be subject to disciplinary action for the corresponding misconducts.

I- Behavior where students do not take the course through their own efforts, such as viewing previous



handouts or notes, having discussions with students who took the course previously

- Behavior where students do not write assignments and reports through their own efforts, such as referring to previous handouts, assignments and reports, misusing analytical results from study sessions including those through spreadsheets, plagiarism of copyrighted work, or through receiving assistance from other students, or where they assist others in writing assignments. However, having study sessions in preparation for reports shall in themselves is not regarded as misconduct.

- Behavior where students do not take a exams (GMAP, etc) through their own efforts or prevents others to take exams through their own efforts (such as cheating during exam or sharing previous exam questions, etc).

If misconduct was judged in any assignment or exam that affect the final grading of the course, they will be marked as invalid. In addition, if cheating was judged in a report, the report will be marked invalid and the course will be graded F.

If a student is found to have committed misconduct for multiple times, the student will be subject to expulsion regardless of the circumstances.

## 2. Intentional incompleteness of a course

When MBA program students or non-degree students who intentionally do not complete the course requirements to receive Ineligible for Grading and avoid receiving credit of a course in which they are enrolled.

## 3. Divulging information

If MBA program students, non-degree students or alumni intentionally divulge information or fail to take appropriate measures to protect sensitive information, such as the following cases:

- When students add people other than lecturers and registered students to social media groups which are used for the class (class groups)

- When students distribute information intended only for members of the class, lecturers, and/or GLOBIS faculty, including confidential information of the company of other MBA students, non-degree students or alumni, or confidential information related to companies researched as part of coursework (in cases of any behavior divulging information of conveying information to third parties other than classmates and uploading or posting information through social media)

-When students distribute without permission personal information of MBA program students, non-degree students and alumni that is found in the Virtual Campus or Class Discussion Board to people other than MBA program students, non-degree students and alumni, and others related to the University

-When students distribute any information that may impede the learning of other students, such as the content to information media such as social media.

- For courses conducted online, when students share the class video and/or audio, or video recordings of the class with people other than students permitted to take the class

- For courses conducted online, when students share the URL to join the class session with people other than students permitted to take the class

## 4. Falsified applications

If students knowingly falsify contents on an application form.

## 5. Antisocial forces

When it becomes evident that the student is in any way involved with antisocial forces including but not limited to gangs, companies associated with gangs or a corporate extortionist.

## 6. Prohibitions regarding copyrights

Behaviors which infringe upon copyrights such as below:

- Reproduction of materials such as curriculum content, course materials, and materials distributed in class (except for cases when the students copy data for personal use) and transfer them to others

- Quoting and reproduction of curriculum content, course materials, and materials distributed in class through social media

- Taking photographs, recording, videotaping, or using image capture in class

- Plagiarism of someone else's copyrighted deliverables including reports and assignments

## 7. Any act that violates the "GLOBIS Community Regulations" stipulated separately

## **Lost Property**

Article 37: Belongings left in University facilities will be kept for three months and then disposed of by the Student Services Office

## **Maintaining a Learning Environment**

Article 38: Students shall be responsible for setting up and maintaining a suitable learning environment, including infrastructure necessary for taking courses and exams such as an Internet environment, software, PC, and a headset. The University will not provide any compensation for issues which prevent a student from joining a class such as and not limited to troubles related to the student's or the University's internet service provider, telecommunication companies and/or broadband service.

Article 38-2: In cases where noise or other problems caused by the student's infrastructure significantly impairs the learning environment for other students, the faculty member in charge of the course may, at his/her discretion, suspend the student's participation in the class until the environment is improved.

Article 38-3: Depending on the course's characteristics, students may be recommended to use social media, web services and applications. However, students are fully responsible for their usage.

## **Taking Photos and Videos for Information Disclosure**

Article 39: The university will take photos and videos of lectures and school events for the following purposes:

1. School records
2. Production of materials such as pamphlets, websites, school brochures, bulletins, and etc. for advertising and information disclosure purposes

Article 39-2: The photos and videos taken will be openly released within a range of purposes indicated in Article 39-1. However, consent shall be received from students in advance if the photos and videos are to be shared publicly in a way in which the person can be clearly identified together with their name.

## **"Student" Resident Status**

Article 40: The University shall support the process of obtaining and maintaining "Student" resident status of an international student who are enrolled in the Full-time MBA Program (English) only during the period when the student attends the University. The University does not provide support for obtaining or renewing resident status or applying for a visa for the Part-time & Online MBA Program (both English and Japanese). Students are responsible for obtaining their resident status to stay in Japan during their period of enrollment in the program.

## **Section 8 — Non-Degree Students**

### **Non-Degree Students**

Article 41: Non-degree students are defined as students who are not enrolled in a degree program at the University. Depending on the type of courses available for registration, non-degree students are categorized into four types; Pre-MBA students, graduates of a degree program at the University, nano-MBA students and students enrolled in the GLOBIS Asia Campus. nano-MBA Regulations shall be stipulated separately.

Article 41-2: The student is defined as a corporate application non-degree student when a corporation dispatches its own employee to the University as part of its human resource development. Corporate applications require complying with a contract specified separately.

Article 41-3: For Pre-MBA (E) students, the enrollment duration is one year. The duration can be extended one time for a maximum of one year, up until the final Part-time & Online MBA intake within five years of the term of initial Pre-MBA (E) enrollment. If Pre-MBA (E) students are accepted into the MBA programs, they may maintain their Pre-MBA (E) enrollment status until the term preceding their enrollment in the MBA program.

Article 41-4: For graduates, there is no specified enrollment duration, nor maximum number of courses for which students can register, but they are not allowed to register for some courses. If students request to enroll in

courses after their expected program completion while still enrolled in their MBA program, the students may enroll as graduates.

### **Enrollment in Courses and Certification of Credits**

Article 42: As stipulated in Article 10-2, the maximum number of credits that can be taken as a non-degree student at the University prior to admission and transferred to an MBA program is 12 credits, regardless of the program. If the said person becomes a Pre-MBA student (E) from the 2016 January term until the 2016 July term, the maximum number of credits that he or she can transfer to an MBA program is 15.

Article 42-2: In principle, course registration for non-degree students shall not be accepted afterwards in case a student receives 3 or more D and F grades. However, in cases where a student receives a third D or F grade while simultaneously taking other courses, enrollment shall be permitted until the final class in those courses. If a non-degree student receives five or more D or F grades prior to admission, even if the MBA program has started, the acceptance to the MBA program will be canceled, and the tuition, except for the enrollment fee, will be returned to the student.

Article 42-3: D or F grades received before the date of admission as stipulated in Article 10-5, after enrollment into a degree program may be subject to disciplinary action as stipulated in Article 25.

Article 42-4: Students need to meet the requirements for language ability below.

1. To register for the courses offered in English:

- English Proficiency (meeting any of following criteria):

- Speak English as a native language
- Have graduated from a college, university, or completed a graduate school program conducted entirely in English
- Have English language proficiency equivalent to TOEIC 850 or above as determined by the GLOBIS MBA Office

2. To register for the courses offered in Japanese:

- Japanese Proficiency (meeting any of following criteria):

- Speak Japanese as a native language
- Have graduated from a college, university, or completed a graduate school program conducted entirely in Japanese
- Have Japanese language proficiency approximately equivalent to Level 1 on the Japanese Language Examination or N1 on the Japanese Language Proficiency Test

### **Enrollment Fee and Tuition**

Article 43: The enrollment fee and the tuition shall be paid in full before the first day of the corresponding term. The enrollment fee shall be paid upon enrolling in the first course via bank transfer or online payment by a credit card designated by the University. The tuition for each course and other necessary costs are stipulated separately. For corporate application students, the applying corporation pays the enrollment fee and tuition which are calculated at the end of month when the course starts and is due by the end of the next month via bank transfer (the corporation bears the transaction fee). In addition, in case a student, in agreement with the corporation and under its direction, undertakes the obligation to pay the entrance fee and tuition, student shall complete the payment. Payment by credit card is not accepted. (Receipt shall be substituted with a transfer receipt, issued by a financial institution)

Article 43-2: A receipt can be downloaded from the Virtual Campus if necessary.

Article 43-3: If a student cannot enroll in a registered course, the enrollment fee and the tuition shall be subject to the following:

a. If the cancellation is made 14 days or more before the first day of the corresponding course, no cancellation fee will be incurred.

b. If the cancellation is made 13 or fewer days before the first day of the corresponding course, the total amount charged will be the enrollment fee of 23,000 yen plus a cancellation fee of 32,000 yen per course.

c. If the cancellation is made on or after the first day of the corresponding course, the full amount of the

enrollment fee and the tuition will be charged.

Article 43-4: Notwithstanding Article 43-3, if a student requests a cancellation of a course for a reason equivalent to a leave of absence stipulated in Article 44 due to a job transfer which requires a change of residence or due to a long-term business trip required by the student's employer, illness requiring hospitalization or similar circumstances between 13 days and 1 day prior to the first day of the course, and if the student submits the required documents, the student may be refunded the full amount of the enrollment fee and the tuition after the Student Services Office has examined the request.

Article 43-5: After course registration, if unavoidable circumstances arise which require students to change their registered courses or classes or postpone the term of their registered courses, the students are required to pay the enrollment fee and the cancellation fee as stipulated in Article 43-3. However, notwithstanding Article 43-3, changing their registered courses or classes or postponing the term of registered courses in the period between 13 days and one day prior to the term may be accepted when special circumstances equivalent to a leave of absence stipulated in Article 44 arise, after the Student Services Office reviews the necessary documents submitted.

Article 43-6: In cases when Articles 43-3 to 43-5 apply, a student shall immediately dispose of the course materials they have received.

Article 43-7: Payment of tuition must be made by the due date as indicated on the invoice that the University issued after course registration. If payment is overdue, overdue interest (at an annual rate of 12%) may be charged.

### **Leave of Absence (Course)**

Article 44: If while enrolled in a course, a student becomes unable to attend that class or submit course deliverables, even using the substitute class system, and is therefore unable to fulfill the grading requirements due to the special circumstances listed below or similar circumstances, a student may upon request be granted a leave of absence (Course) for non-degree students.

- Natural disasters
- Hospitalization, long-term outpatient treatment involving the student
- Death or hospitalization involving any relative within the second degree of kinship of the student's family
- Transfers within the same company, long-term business trips required by the student's employer
- Other special circumstances granted by the Student Services Office.

Note: A leave of absence (Course) will not be granted for voluntary job searches, work overload or changes in work environment which do not require a change of residence.

Article 44-2: When non-degree students request a leave of absence (Course), they shall submit the Student Services Office through the method specified a leave of absence (Course) form stating the reasons for the request. In principle, a student must promptly submit a request after the occurrence of the event equivalent to leave of absence (Course). The Student Services Office shall review the leave of absence (Course) based on the reason for the application and the period of the application.

Article 44-3: Leaves of absence (Course) will not be retroactively accepted once the final grades have been confirmed.

Article 44-4: Upon acceptance of a request for a leave of absence (Course), students will be re-enrolled in the next term the same course is offered in the same program only for the classes the student did not complete after the leave of absence was granted. Course evaluation will be finalized when the student has completed the classes in the next term that the course opens, based on attendance and evaluations for any report and class contribution prior to and after the leave of absence (Course). However, for courses conducted online, the Day(s) in which the video recording was already provided due to absence is not subject for re-enrollment in the next term.

Article 44-5: The student must re-enroll for the course in the next term it opens; extensions of the leave of absence cannot be granted. Course re-enrollment must be in the same language, and program. The class format may differ from the originally registered course.

Article 44-6: Even if the next opening term exceeds the enrollment duration as a non-degree student, re-enrollment for a course which was approved for a leave of absence (Course) for non-degree students will be

accepted.

Article 44-7: Once a leave of absence (Course) for non-degree students has been approved, it cannot be canceled.

Article 44-8: Paid tuition is not refunded to students irrespective of whether or not they can attend the classes in the next term that the course opens.

Article 44-9: When re-enrolling for the course, non-degree students shall complete the class selection procedures when making the request for the leave of absence (Course) according to instructions from the Student Services Office. If the student does not select the class for re-enrollment by the deadline, the Student Services Office shall choose which class the student shall attend.

Article 44-10: In terms of course registration and other rules, the regulations at the time of re-enrollment will be applied.

### **Quality Guarantee System**

Article 45: Tuition for a completed course may be refunded in full after a meeting upon a request made to the Student Services Office by a non-degree student who has fulfilled the course requirements for grading as described in each course, but still feels the expected learning outcomes have not been achieved.

Article 45-2: The deadline for the request is within 14 days after the final Day of the corresponding course. In case a final Day is a substitute class in the same term, the deadline for application is within 14 days after the final Day substitute class.

Article 45-3: In principle, tuition is refunded within two months after the date of the student's request.

Article 45-4: If the course requirements for grading have been fulfilled and the student has been evaluated as having completed the corresponding course, credits are issued for the completed course.

Article 45-5: Refunds under this system shall be only for one course.

### **Disclosing Information of Corporate Application Students**

Article 46: Grades including attendance, class contribution and other evaluations of corporate application students may be disclosed to sponsoring corporations as well as GLOBIS staff members. Deliverables including assignments may also be disclosed.

Article 46-2: Actions specified under Article 35, 41 and 42 of the Graduate School Regulations may be disclosed to the persons in charge at the applying corporations as well as the persons in charge at GLOBIS Corporation whom the University entrusts with recruiting the students.

### **Application of Provisions**

Article 47: With the exception of the provisions listed in Section 8, provisions in Sections 1 to 7 for MBA program students apply to non-degree Students, except students enrolled in the GLOBIS Asia Campus.

### **Supplementary Provisions**

1. These Enrollment Regulations shall apply to the period from April 1, 2023.
2. These Regulations may be modified without prior notice.
3. If any changes are made to these Regulations, these changes will take effect immediately.
4. Deduction of the tuition specified in Article 9-10 will be applied for students admitted from the academic year 2015. For students admitted until and including the academic year 2014, tuition will be deducted first for the fourth installment and then third installment, in that order.
5. These Enrollment Regulations shall be governed by and construed in accordance with the laws of Japan.
6. Any dispute arising out of these Enrollment Regulations shall be subject to the exclusive jurisdiction of the Tokyo District Court.
7. From 2021 Academic Year, the conventional Part-time MBA Program (Japanese) and Online MBA Program (Japanese) was reorganized to Part-time & Online MBA Program (Japanese) due to program integration. The earned credits from the Part-time MBA Program (Japanese) and Online MBA Program (Japanese) will also be

deemed as Japanese MBA Program credits from 2021 Academic Year henceforth.  
8. These regulations shall be applied based on Japan Standard Time.

## **Appendix: Provisions regarding Students with Unpaid Tuition (in relation to Article 9 of the Enrollment Regulations)**

### **Purpose**

Article 1: These provisions specify how to proceed with MBA Program students who have neglected to pay the tuition (enrollment fee, tuition, and other fees) enrollment fee and/or tuition beyond payment deadlines (hereafter, referred to as the “students with unpaid tuition”).

### **Reissuing of Invoice for Unpaid Tuition and Instructions for Payment**

Article 2: The Student Services Office will reissue an invoice to the students with unpaid tuition after the tuition payment deadline. Students who still have not paid will be instructed to proceed with payment by the Secretariat General. Students will bear all service charges that may arise from payment of tuition after the payment deadline.

### **Enrollment for the Students with Unpaid Tuition**

Article 3: The students with unpaid tuition will neither be allowed to register for nor enroll in courses until the payment of tuition has been confirmed.

Previously registered courses may be canceled at the discretion of the Secretariat General.

Article 3-2: The period when students are neither allowed to register for nor enroll in courses shall be considered as part of the enrollment duration.

### **Issuance of Certificates for the Students with Unpaid Tuition**

Article 4: The Student Services Office will not issue any form of certificates until payment of tuition has been confirmed.

### **Removal Due to Unpaid Tuition**

Article 5: If a student, regardless of measures taken in Article 2, has not completed payment as stipulated in Article 9 of Enrollment Regulations by the day before six months has passed from the payment deadline, in principle, the student will be removed from the University as defined in Article 35 of the Graduate School Regulation. The date of expulsion will be the day before six months from the tuition payment deadline.

### **Partial Payment of Tuition**

Article 6: In case that the student has difficulty completing the payment of tuition by the payment deadline, upon the student's request, the student may be allowed to pay tuition by partial payment at the discretion of the Secretariat General. However, in this case, the payments must be completed by the day before six months from the tuition payment deadline.

Article 6-2: The request referred to in Article 6-1 must in principle be submitted by the payment deadlines.

Article 6-3: If payment has not been confirmed by the day before six months from the tuition payment deadline, the provisions in Article 5 will apply.

### **Certification of Credits and Verification of Program Completion for the Students with Unpaid Tuition**

Article 7: Credits will not be certified if the tuition has not been paid prior to the payment deadline. Furthermore, even if the students have completed the program completion requirements, program completion will not be verified for the students with unpaid tuition.

Article 7-2: For students who complete the payment of unpaid tuition, certification of credits and verification of program completion may be finalized retroactively. The module of the student's program completion will be finalized in accordance with Article 17 of the Full-time MBA Program (English) Enrollment Regulations.

### **Re-enrollment after Expulsion**

Article 8: A request for re-enrollment by a student who has been removed due to the provision stipulated in Article 5 may be approved after the student has paid the unpaid tuition. For re-admission, students shall follow Article 36 of the Full-time MBA Program (English) Enrollment Regulations.

Article 8-2: Credits earned while the tuition has not been paid even after the payment deadline may be certified at a Faculty Meeting or with the Board of Delegates at a time when tuition payment has been confirmed as stipulated in Article 8-1.

### **Supplementary Provisions**

1. This Appendix takes effect on September 1, 2020.
2. This Appendix takes effect on May 11th, 2022.
3. This Appendix takes effect on May 10th, 2023.



## **Appendix: nano-MBA Regulations**

### **Purpose**

Article 1: These regulations specify the rules for nano-MBA students (non-degree students) as stipulated in Section 8 of the Enrollment Regulations of the Full-time MBA Program, Graduate School of Management, GLOBIS University.

### **nano-MBA Students**

Article 2: The Graduate School of Management, GLOBIS University (hereinafter, referred to as "University") shall establish a group of courses for nano-MBA students in the Part-time & Online MBA Program.

Article 2-2: For nano-MBA students, the enrollment duration is one year. nano-MBA students can take a maximum of two courses per term. If it is discovered at a later date that a student has exceeded the maximum number of credits allowed as a non-degree student as stipulated in Article 10-2 of the Enrollment Regulations, the course registration for the subject concerned shall be canceled.

Article 2-3: nano-MBA students shall use the nano-MBA system for course registration and attendance. The Virtual Campus which is used by MBA students and/ or non-degree students cannot be used by nano-MBA students.

### **Enrollment and Course Fees**

Article 3: No enrollment fee is required for nano-MBA students. The tuition fee shall be paid in full before the first day of the corresponding term. The tuition for each course and other necessary costs are stipulated separately.

Article 3-2: A Receipt for each course can be downloaded from the payment system for nano-MBA students.

Article 3-3: If a nano-MBA student cannot enroll in a registered course, the tuition shall be subject to the following.

(a) If the cancellation is made 14 days or more before the first day of the corresponding course, no cancellation fee will be incurred.

(b) If the cancellation is made 13 or fewer days before the first day of the corresponding course, a cancellation fee of 100 USD per course will be charged.

(c) If the cancellation is made on or after the first day of the corresponding course, the full amount of the tuition will be charged.

Article 3-4: Notwithstanding Article 3-3, if a student requests cancellation of a course for a reason equivalent to a leave of absence (module) stipulated in Article 34 of the Enrollment Regulations of the Full-time MBA Program due to a job transfer which requires a change of residence or due to a long-term business trip required by the student's employer, illness requiring hospitalization or similar circumstances between 13 days and 1 day prior to the first day of the course, and if the student submits the required documents, the student may be refunded the full amount of the tuition after the nano-MBA Administration Office has examined the request.

Article 3-5: After course registration, if unavoidable circumstances arise which require students to change their registered courses or classes or postpone the term of their registered courses, a cancellation fee may be charged as stipulated in Article 3-3. However, notwithstanding Article 3-3, changing their registered courses or classes or postponing the term of registered courses in the period between 13 days and one day prior to the term may be accepted when special circumstances equivalent to a leave of absence stipulated in Article 34 of the Enrollment Regulations of the Full-time MBA Program arise, after the nano-MBA Administration Office reviews the necessary documents submitted.

Article 3-6: In cases when Articles 3-3 to 3-5 apply, a nano-MBA student shall immediately dispose of the course materials they have downloaded.

Article 3-7: Payment of tuition must be made by the due date as indicated on the invoice that the University issued after course registration. If payment is overdue, overdue interest (at an annual rate of 12%) may be charged.

### **Attendance Requirements**

Article 4: Students will only be marked as present when they are visually confirmed by the faculty member as being present in class by video, comments, or raising their hands, etc.

Article 4-2: A nano-MBA student who participates for at least 60 minutes of the class time of each class will be marked as being present for the class subject to evaluation.

Article 4-3: Students who are not present for at least 60 minutes of a class for any reason, including being late for

more than 30 minutes, leaving early or having difficulties being connected to the system, will be marked absent for that day of class.

Article 4-4: If nano-MBA students, who were unable to attend the class, watch the recording during the course period, they will be marked as present.

### **Course Evaluation**

Article 5: After a course has finished, students will be given final grades, and evaluated as having completed or not completed the course in accordance with specified criteria. For completed courses, the students will be evaluated with the grade of P. For courses which are evaluated as not completed, the students will be evaluated with the grade of ineligible for grading.

Article 5-2: In case a student fails to meet any of the requirements for grading, the student will be evaluated as ineligible for grading. In such a case, the student will neither be evaluated nor given feedback from the faculty member.

Article 5-3: Any required deliverables created in a language different from which the course is offered are ineligible for evaluation.

Article 5-4: Requests for amendments and changes of the evaluation in terms of attendance and deliverables are only accepted within 14 days after the final grades have been completed.

### **Exceptions of Regulations of Part-time & Online MBA Program (English) for nano MBA students**

Article 6: Article 32 (Substitute Class System), Article 33 (Re-registration for Courses), Article 37-2 (Corporate Application), and Article 34 (Leave of Absence (Module)) of the Enrollment Regulations of the Full-time MBA Program (English) shall not apply to nano-MBA students.

### **Quality Guarantee System**

Article 7: Tuition for a completed course may be refunded in full after a meeting upon a request made to the nano-MBA Administration Office by a nano-MBA student who has fulfilled the course requirements for grading as described in each course, but still feels the expected learning outcomes have not been achieved.

Article 7-2: The deadline for the request is within 14 days after the final class of the corresponding course.

Article 7-3: In principle, tuition is refunded within two months after the date of the student's request.

Article 7-4: If the course requirements for grading have been fulfilled and the student has been evaluated as having completed the corresponding course, credits are issued for the completed course.

Article 7-5: Refunds under the Quality Guarantee System for non-degree students shall be only for one course.

### **Application of Provisions**

Article 8: With the exception of the provisions of matters listed under the nano-MBA Regulations, provisions for the MBA program stipulated in the Enrollment Regulations of GLOBIS University will apply to nano-MBA students.

### **Supplementary Provisions**

1. The nano-MBA Regulations take effect on August 25, 2022.

## **GLOBIS Community Regulations**

These regulations (hereinafter referred to as “these regulations”) define the terms of use of the community function that GLOBIS (\*) provide on the Virtual Campus (hereinafter referred to as “the Service”) and G-BASE (External closed social media). The registered user (hereinafter referred to as the “User”) shall use the Service in accordance with the contents of these regulations.

\*GLOBIS refers collectively to the Graduate School of Management, GLOBIS University (hereinafter referred to as “GLOBIS University”) and GLOBIS Corporation.

These regulations apply to all related activities regarding the use of the Service including the following.

1. Protection of Accounts and Personal Information
2. Usage fees
3. Actions based on trust (activities, community management)
4. Report of inappropriate use
5. Disclaimer

### **Protection of Accounts and Personal Information**

#### **■ User Registration**

User registration can only be done by the users permitted by GLOBIS.

GLOBIS can cancel user registration under the following circumstances.

1. The User is expelled or withdrawn from GLOBIS University
2. GLOBIS determines that there is a risk of hindering the operation of the Service, or there is a risk of infringing the rights of GLOBIS or a third party (including other Users, the same shall apply hereafter)
3. When payment of the usage fee for G-BASE is in arrears

#### **■ User ID and Password**

1. The User of the Service has the responsibility to manage the user ID and password issued by GLOBIS.
2. The User shall not lend, transfer, or trade user ID and password.
3. The User bears responsibility of all damages caused by the User's insufficient management of user ID and password including but not limited to error in use, or the use by third parties. GLOBIS shall not take any responsibility for the above damages.
4. If the User forgot the user ID and/or password or knows that it is being used by a third party, the User must promptly notify GLOBIS so that GLOBIS can change the user ID / password.

#### **■ Change of Registered Information**

The User shall promptly make the change in their profile once registered information such as address, e-mail address, occupations and any other relevant information are changed.

#### **■ Disclosure of Personal Information**

Without the User's consent, GLOBIS will not use the User's personal information for any other purposes than are stipulated in the privacy policy (<https://globis.com/privacy/>) or disclose it to anyone other than the companies that GLOBIS collaborates with under confidentiality agreement. However, the User's personal information may be disclosed in the following cases.

1. GLOBIS receives formal inquiries based on law from court or government agencies such as police.
2. GLOBIS determines that it is appropriate to disclose based on reasonable grounds for other legitimate purposes.

#### **■ Disclosure of E-mail Address**

To activate the community, registered e-mail address will be disclosed within the class community.

## Usage fees

The Usage fees for Virtual Campus and G-BASE are stipulated separately.

## Actions based on trust (activities, community management)

The User can freely distribute information, open a group, and manage it through the service on their own responsibility. However, the User must participate in a group according to the theme of the group and the group policy, if they are clearly stated. Moreover, the User shall not establish a group for the purpose of infringing the rights of third parties, such as act of slandering others. Furthermore, the User shall not do any acts that are prohibited by law, such as infringement of third party's privacy or infringement of copyright within the group.

### ■ Restriction on Usage

1. GLOBIS reserves the right to temporarily suspend the Service, to delete the post and/or the group without obtaining User's consent when GLOBIS decides they interfere with the smooth provision of the Service due to the increase of access number or date amount.

2. The User can promote products/services or request introduction of candidates for recruiting for the institution the User belongs only in the official groups approved by GLOBIS.

\*The official groups defined by GLOBIS refer to the following groups.

Virtual Campus:

-Official Club Activity Groups

G-BASE:

- Groups recognized as official by GLOBIS

3. GLOBIS reserves the right to delete a group which has no post for a certain period, if it determines that there will be no further use in the future.

If the User decides to promote products/services in the official club activity group, the User shall follow the conditions listed below.

(1) Personal information obtained through the promotion activities cannot be used for other purposes besides the promotion activities and shall not be disclosed to third parties.

(2) In principle, GLOBIS will not be involved in the User's promotion activities. The User is responsible for all inquiries, claims and/or troubles among Users that derive from the User's promotion activities and pay for compensation if any.

### ■ Use by GLOBIS

GLOBIS may post any information of the group on its website within the purposes of advertisement and promotion of the Service with the permission of the representative of the group.

### ■ Use of Copyrighted Material

1. The User may post or edit materials including texts, images, and videos through the Service, if the User owns necessary intellectual property rights including copyrights or obtains necessary license from the right holder.

2. Copyrights of any materials including texts, images, videos, and others posted and/or edited by the User through the Service shall remain with the User. However, the User shall grant worldwide, non-exclusive, free, and sub-licensable and transferable licenses to GLOBIS for possible use, duplication, distribution, creation, display and execution of derivative works. The user shall not exercise the moral rights with respect to the use of any materials under the license.

3. With the exception of what is specified in the preceding paragraph, all copyright and other intellectual property rights with respect to the Service and all information related to the Service belong to GLOBIS and the right holders who grant license for use to GLOBIS. The User shall not duplicate, transfer, lend, translate, modify, reproduce, publicly broadcast (including acts to enable to do so), transmit, distribute, publicize, or use for

business purpose the information in this paragraph without the permission from GLOBIS.

#### ■ Prohibited Matters

In using the Service, the User shall not conduct the following actions which

1. Violate laws or public order and morals
2. Relate to criminal acts
3. Destroy or obstruct GLOBIS server or network functions
4. Interfere with the operation of GLOBIS services
5. Collect or accumulate personal information of other Users
6. Impersonate other Users
7. Provide benefits directly or indirectly to antisocial forces in connection with GLOBIS' service
8. Damage intellectual property rights, portrait rights, privacy, reputation, or other rights of GLOBIS, other Users of this Service and/or any third parties.
9. Submit or send excessively violent expressions, blatant sexual expressions, expressions that lead to discrimination on race, nationality, creed, gender, social status, and religion, etc., expressions that promote suicide, self-injury, and drug abuse and any other expressions that contain antisocial contents and give discomfort to others.
10. Aim at commercial purposes including sales, advertisement, or guidance (excluding those approved by GLOBIS), aim at harassing, and/or slandering other Users or utilize the Service for any other purposes than those expected in the Service.
11. Solicit religious activities or religious organizations.
12. Are determined to be inappropriate by GLOBIS.

#### Report of Inappropriate Use

GLOBIS makes its best efforts to eliminate inappropriate postings so that all users can comfortably use the Service. GLOBIS requests the Users to cooperate with GLOBIS and to report to GLOBIS once the Users find any posts that seem to be in violation of GLOBIS Community Regulations.

#### Disclaimer

The User agrees to the following disclaimer for the use of this Service.

1. The User shall use the Service at its own risk. GLOBIS shall not bear any responsibility for any damages caused by the use of the Service. GLOBIS is free from any obligation to compensate for such damages.
2. The contents of this Service shall be those that GLOBIS can provide at the given time. GLOBIS shall not make any warranties regarding the provided information, or the information registered by the User, including its completeness, applicability, and/or usefulness.
3. In the operation of this Service, GLOBIS may change, stop or suspend the contents of the Service at any time without notifying the User, if GLOBIS deems it necessary. GLOBIS shall not bear any responsibility in such cases for damages even if the User or any other third party suffer damages as a result of the stop, suspension and/or delay of the Service for any reason.
4. GLOBIS may change the terms and conditions and the contents of the Service without prior notice to the User, and the User shall accept it. The change includes but is not limited to partial revision or abolition of the contents of this Service.
5. GLOBIS shall not be liable for any information given or received by the Users through this Service and any acts incidental thereto.
6. If GLOBIS, the Users, and/or any third party suffer from damages caused by information infected by computer virus and spread through the Service, the User posting the information shall compensate the damages. GLOBIS shall not be liable for any such damages suffered by the Users or third parties.
7. 1., the 2nd sentence of 3., 5. and the 2nd sentence of 6. shall not apply if there is intentional misconduct or gross negligence in GLOBIS or when the User falls under the consumer based on the consumer contract law of Japan.

Courses Required for MBA Completion by Incoming Academic Year

Take 36 credits including the required and required elective courses as designated by academic

Academic Year	Duration of Enrollment	Credit Required for Program Completion	Maximum Number of Credits	Required Courses	Required Electives	Others
2017	2 years	36 Credits	40 Credits	<ul style="list-style-type: none"> <li>• Human Resource Management</li> <li>• Organizational Behavior and Leadership</li> <li>• Marketing I</li> <li>• Operation Strategy</li> <li>• Strategy</li> <li>• Accounting I (Financial Accounting)</li> <li>• Accounting II (Managerial Accounting)</li> <li>• Finance I (Corporate Finance)</li> <li>• Entrepreneurial Leadership</li> <li>• Leadership Development, Ethics and Values</li> </ul> <p>Take 10 Courses</p>	<ul style="list-style-type: none"> <li>• Critical Thinking</li> <li>• Quantitative Analysis for Business</li> </ul> <p>Take 1 of 2 courses</p>	*Keiei-Dojo is NOT a required course from 2017
2018 2019 2020 2021 2022	2 years	36 Credits	40 Credits	<ul style="list-style-type: none"> <li>• Human Resource Management</li> <li>• Organizational Behavior and Leadership</li> <li>• Marketing I</li> <li>• Operation Strategy</li> <li>• Strategy</li> <li>• Accounting I (Financial Accounting)</li> <li>• Accounting II (Managerial Accounting)</li> <li>• Finance I (Corporate Finance)</li> <li>• Entrepreneurial Leadership</li> <li>• Leadership Development, Ethics and Values</li> </ul> <p>Take 10 Courses</p>	<ul style="list-style-type: none"> <li>• Critical Thinking</li> <li>• Business Analytics*</li> </ul> <p>*Course name has changed from "Quantitative Analysis for Business" in 2018 April term.</p> <p>Take 1 of 2 courses</p>	<p>*Students must pass GLOBIS Management Assessment Program (GMAP) test</p> <p>*Keiei-Dojo is NOT required course from 2017</p>
2023	2 years	36 Credits	40 Credits	<ul style="list-style-type: none"> <li>• Essentials of Marketing and Strategy</li> <li>• Essentials of Accounting</li> <li>• Essentials of Finance</li> <li>• Human Resource Management</li> <li>• Organizational Behavior and Leadership</li> <li>• Marketing</li> <li>• Operation Strategy</li> <li>• Strategy</li> <li>• Accounting I (Financial Accounting)</li> <li>• Accounting II (Managerial Accounting)</li> <li>• Finance I (Corporate Finance)</li> <li>• Entrepreneurial Leadership</li> <li>• Leadership Development, Ethics and Values</li> </ul> <p>Take 13 Courses</p>	<ul style="list-style-type: none"> <li>• Critical Thinking</li> <li>• Business Analytics</li> <li>• Technovate Thinking</li> </ul> <p>Take 2 of 3 courses</p>	*Students must pass GLOBIS Management Assessment Program (GMAP) test